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## **ADMINISTRATIVE ASSISTANT III**

The Nevada State Printing Office, which is part of the Legislative Counsel Bureau of the State of Nevada, is seeking qualified applicants for the position of Administrative Assistant. This is a full-time, permanent position. The Nevada State Printing Office is a nonpartisan office that provides printing services for the Nevada Legislature, the Legislative Counsel Bureau, agencies of the Executive Branch and other governmental entities. The Office is located in Carson City, Nevada.

**POSITION DESCRIPTION:** This position secretarial and administrative support duties including answering phones, filing, data entry, maintaining records and files, estimating, monitoring budgets and accounts, ordering and stocking supplies and equipment, receiving, sorting and delivering mail, operating office equipment such as copy machines, personal computers, calculators, facsimile machines, printers and other equipment, and performing other duties as assigned.

**EDUCATION AND EXPERIENCE (Minimum Qualifications):** Graduation from high school or equivalent education is required. Experience with Microsoft Office Suite is also required. The successful candidate must also have at least 2 years of relevant work experience, which may include experience as a secretary or administrative assistant. The successful candidate must have knowledge in one or more of the following areas: maintaining records and files; preparing a variety of materials using a personal computer or word processor; assisting customers in completing forms and applications; and/or performing secretarial duties in support of professional staff; OR one year of experience as an Administrative Assistant II in Nevada State service; OR an equivalent combination of education and experience. Candidates must be able to work independently to perform duties with little or no additional training.

### **Special Requirements**

- Any offer of employment is conditional pending the results of a State of Nevada/FBI background check.

**KNOWLEDGE, SKILLS AND ABILITIES:** Applicants must possess excellent customer service and communication skills, have the ability to work in a group setting as a team, or independently, as well as:

- Know how to operate typical office equipment, including phone systems, copy machines and computers.
- Have knowledge and experience with word processing, spreadsheet and database applications.
- Have superior attention to detail with strong mathematical, grammar and spelling skills.
- Be self-motivated, organized, flexible and adaptive.
- Have the ability to prioritize tasks and complete work in a timely manner.
- Maintain confidentiality of documents and communications.
- Work efficiently under stressful conditions.

**SALARY AND BENEFITS:** This position is the equivalent of grade 27, with a salary range from \$17.62 to \$25.67 per hour depending on experience, under the employee-employer paid retirement option. The position includes state health and dental insurance as well as a state defined-benefit retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health and dental benefits provided to all state employee is available at [www.pebp.state.nv.us](http://www.pebp.state.nv.us). Other optional benefits are also available, including a deferred compensation program.

**DURATION:** This is a full-time position with a probationary period of 1 year. Standard working hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, or as work requires.

**WORKING CONDITIONS:** This position is located in the in Carson City, Nevada. The work is performed in a typical office environment, with a shared office space.

**APPLICATION PROCESS:** To apply for this position, applicants must submit a completed Legislative Counsel Bureau Employment Application. Applicants may also submit a cover letter and resume, however, those documents are not required.

<https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/LCBEmploymentApplication.pdf>

**THIS RECRUITMENT WILL REMAIN OPEN UNTIL FILLED. QUALIFIED APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE.**

**SUBMIT APPLICATION AND DIRECT INQUIRIES TO:**

Kristi Wood, Administrator  
Nevada State Printing Office  
301 S. Stewart Street  
Carson City, NV 89701  
[printing@lcb.state.nv.us](mailto:printing@lcb.state.nv.us)

**The Nevada State Printing Office is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, sex, sexual orientation, gender identity or expression, age, political affiliation or disability. The LCB will not tolerate discrimination or harassment based on any of these characteristics.**